<Insert Date>

<Insert Name>

<Insert Address>

Dear <Insert Name>,

We have been attempting to reach you so that the return of [Organization Name] company property can be facilitated. Your contract with [Organization Name] finished on <Insert Date> which means that any company property must now be returned.

As such, you are required to immediately return, in good condition, all company property/equipment, and all other data relating to the business or work of the company that was prepared, used, or possessed by you, or under your control in the course of your employment with [Organization Name]. Please also provide all passwords to any electronic systems or data you deliver.

Equipment items that belong to the company that are in your possession are:

* <Insert item>
* <Insert item>
* <Insert item>
* Any other items that may apply

Please contact [Insert Name] by [Insert Date] at the latest to finalize the return of the items.

To the extent any Company property resides on your personal computer hardware or software, we ask that you make a copy of such property and deliver it to the company, and immediately thereafter permanently destroy such property so that it is irretrievable.

Thank you in advance for the return of company property.

We wish you every success in your future endeavours.

Sincerely,

[Insert Name]

[Insert Shipping address]